

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150034-4

137

REPORTS INVENTORY					CONTROL NO.				
PREPARE IN DUPLICATE					DDS/OP/BSD				
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	STATISTICAL			
Form 382A Honor and Merit Award Transactions (PERHAM)						NARRATIVE			
					X	MACHINE-NAME LISTING			
3. FUNCTIONAL AREA	X	PERSONNEL		TRAINING	ADMIN. GENERAL				
		LOGISTICS		SECURITY	OTHER (specify)				
		MEDICAL		FINANCE					
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)					
2	Annually			5 - to Directorate members					
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT					
computer print-out	X	YES	IF YES GIVE ADP PROCESSING NO.	Request for D/Pers					
		NO	1062						
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)						
Honor and Merit Awards Branch			None						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12 (1)	6.82		15		102.30		1		102.30
B. COSTS OF COMPUTER PRODUCED REPORTS									
						.60 (A)			
						2.34 (B)			
						.72 (C)			
						5.58 (D) 3.84 (E)			
TOTAL COSTS PER YEAR						115.38			
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
Established by the Director of Personnel - 13 January 1970. To provide a continuing record of all Agency Honor and Merit Awards processed and approved; for special reports on Honor and Merit awards requested by individual offices; and to inform Agency Directors of the personnel in their Directorates who received honor awards.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS				
X	RETAIN AS IS		OTHER (explain)		MAN-HOURS	DOLLARS			
	CHANGE								
	DISCONTINUE								
16. DATE OF INVENTORY		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150034-4							
8 Oct 70									